



SUN WEST
SCHOOL DIVISION

Success for all

Box 700, Rosetown, SK Canada S0L 2V0

Phone: 1 (306) 882-2677 • Fax: 1 (306) 882-3366 • Toll Free: 1 (866) 375-2677 • www.sunwestsd.ca • info@sunwestsd.ca

Sun West School Division Home-based Education Manual

May 2021



Introduction to Home-based Education

Welcome to home-based education. It is a wonderful way for your children to learn. Included in this document is the information that you will need to help you to be successful.

To be a home-based education family in the Sun West School Division you must live in the Sun West School Division boundaries.

Please don't ever hesitate to reach out and ask questions. We are here to support you in the best way we can.

This document includes the following information:

Regulations as set out by the Saskatchewan Ministry of Education.

- **Links to the Ministry document is included.**
- **Highlights of the Ministry document is included.**
- **Goals of Education in Saskatchewan--Appendix H**

VIP (Very Important Procedures) and Other Relevant Information

- **Due dates**

Notification of Intent Form—Appendix A

- **This is your registration form.**

Written Education Plan—Appendix B

Year End Reports/Assessments

Benchmark Assessments

Resources

Company Contact Information—Appendix C

Home Based Learning Resource Links—Appendix D

Types of Resources to be Purchased—Appendix E

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Tips & Tricks for learning at home

And the best was saved for last...**Words of Wisdom from two veteran home-based educators.**



Regulations

The registering authority in this document refers to the **Sun West School Division and may be listed as Sun West**. (Kathy Grad is presently the person of contact and support. She can be reached at kathy.grad@sunwestsd.ca or 1-306-529-8346. You can also contact the Sun West DLC at 1-306-252-1000 for other contact persons.)

Saskatchewan parents have a range of choices for their children's education, including the option of home-based education.

The *Education Act, 1995* makes provisions for the registration of home-based education programs in Saskatchewan.

The following manuals are available at these sites:

- General Information about Home-based Education in Saskatchewan
 - <https://www.saskatchewan.ca/search#q=home%20based%20education&sort=relevancy>
- Saskatchewan Home-based Education Policy and Procedures Manual
 - <https://publications.saskatchewan.ca/#/products/73996>
- Home-based Education Questions and Answers
 - <https://publications.saskatchewan.ca/#/products/76860>
- Notification of a Home-based Education Program
 - <https://publications.saskatchewan.ca/#/products/77089>
- Home-based Education Written Education Plan
 - <https://publications.saskatchewan.ca/#/products/77090>

The following are the **highlights** found in the Saskatchewan Home-based Education Policy and Procedures Manual (2016-17) in the order they appear in the manual so there will be repetition. Please consult the Saskatchewan Home-based Education Policy and Procedures Manual for additional information.

- A child's education program requires careful planning considering the following:
 - The child's interests and learning styles,
 - The family's beliefs and values,
 - Available program options,
 - Time available to support a child's education, and
 - Legislative requirements.



Criteria to Register Home-based Education Programs

- While the home-based educators (typically the parents) will be directing the learning, the registering authority (that's the Sun West School Division) will be monitoring the program. (That basically means that you will be supported in the ways that we can support you.)
- No aspect of the Notification of Intent (the form that you use to register) is intended to diminish or infringe upon your rights and responsibilities to educate your child.
- Students between the ages of 6 to 15 inclusive need to be registered. This is considered the compulsory school age.
- Students who are 5, 16, 17, and 18 (not compulsory school age) are entitled to be registered as well.
- Registrations of the students does not:
 - Award credits at the secondary level.
 - Establish the grade, level, or year in which the home-based learner is entitled to be enrolled in a public or independent school.
- When registering students less than 6 years of age, boards of education shall have the option to follow their established practices for enrolling students into Grade 1.

Registration Process of Home-based Education Programs

- The registering authority (Sun West) shall consider each Notification of Intent according to the principles of
 - Freedom of conscience and religion in education,
 - Fundamental justice, and
 - May not refuse to register a home-based program on the grounds that a parent failed to comply with the expected timelines and that the parent made a reasonable attempt to comply.

Compulsory Services: Home-based Learner Assessments

- The home-based education program is philosophically and structurally diverse.
- Home-based assessments, including standardized tests can provide useful information to the families.
 - The Sun West School Division can help with the standardized tests.
 - Type and location of the standardized tests can be discussed with the registering authority of the Sun West School Division.
- Students returning to the public education system shall be placed in the appropriate grade level in a fair and equitable manner.



Compulsory Services: Driver Education

- Home-based educators are responsible to communicate on their Notification of Intent form that they are interested in Driver Education.
- Driver Education will be offered to home-based learners in the same manner offered to school-based students or in the manner proposed by the home-based educator and acceptable to the board.

Optional Services: Learning Resource Materials

- Home-based educators are responsible for selecting the learning program and the resources.
- Sun West will give up to \$500.00 per student for the purchasing of these resources.
- Sun West may, if requested by a home-based educator, provide courses, textbooks, other learning resource materials, and information to a home-based educator.
- Sun West is not responsible for the hiring of tutors or for the selection of programs, courses, textbooks, and other learning resource materials for the registered home-based education program or home-based learner (but we will help 😊).

Optional Services: Supporting Secondary Credits

- The Ministry of Education does not recognize home-based education programs towards the credit requirements for secondary level completion.
- Students (minimum of 15 years of age) can challenge departmental exams for 100% providing they can demonstrate what learning has taken place to indicate that they will be successful. In exceptional circumstances, permission can be granted to challenge a departmental exam if the student is younger than 15 years of age.
 - Students will send to the Sun West examples of the resources used for learning that took place such as essays, assignments, exams, etc.
 - Students will submit a Challenge Exam form.
 - Please contact Sun West for the Challenge Exam form.
 - A teacher will look at the work done and if the teacher is satisfied that the appropriate learning has prepared the student for the departmental exam, Sun West will send the necessary paperwork to the Ministry of Education and will await their decision on whether the student can challenge the departmental.
 - The student upon being granted the opportunity to write the departmental exam will write it at a pre-determined writing location.



- Adult 12 Policy is an opportunity to take seven credits to get a grade 12 diploma. The student must be out of school for at least one year and be 18 years of age.
 - Students completing courses under the Adult 12 Policy can go to several post-secondary locations that include Saskatchewan Polytechnical campuses, regional colleges, the Dumont Technical Institute (DTI) and the Saskatchewan Indian Institute of Technology (SIIT).
- The GED is another possibility and is accepted by most employers and some post-secondary institutions. The GED is a Grade 12 High School Equivalency Diploma for adults who successfully complete the GED testing in reading, writing, social studies, mathematics and science.

Optional Services: Distance Education

- Access to provincial distance learning opportunities may enhance a home-based education program.
 - You would register in the course like any other student.
 - This will be at your own expense if taking a distance education course, outside of the Sun West School Division.
 - As a student living in the Sun West School Division, you can register for an online course at the Sun West School Division Distance Learning Centre for **free**.

Home-based Learners with Intensive Needs

- Some students may require additional educational services.
- Assessments can be initiated and administered by the public authorities.
- There may be funding available. Please contact the registering authority for more information as there are procedures to be followed.
- A personal program plan may need to be developed through the support of the school division.
- Early entrance for home-based education programs shall be provided according to the board of education policies related to services for pupils with intensive needs.

Monitoring Home-based Education Programs

- Monitoring of the home-based programs shall include respecting the written education plan.
- Without the consent of the home-based educator, officials shall not supervise a home-based education program on site.
- Home-based educators shall maintain a portfolio of student work.



- Home-based educators shall send an annual student progress report to their board of education (registering authority).
- It will be assumed that satisfactory progress is being made.
- If there is reason to believe that satisfactory progress is not being made, a discussion will occur between the home-based educator and the board of education which would include an improvement plan.

Home-based Education Improvement Plan

- The improvement plan might include
 - Outcomes that need to be improved,
 - Periodic standardized tests,
 - Periodic reports from the home-based educator,
 - Additional communication with the home-based educator at reasonable intervals, and
 - Partnering with a specific support person.
- When it is deemed that sufficient outcomes have been achieved, the improvement plan may be terminated.
- If the home-based educator disagrees that an improvement plan is needed, the registering authority may refer the disagreement to the dispute resolution process.

Cancellation of a Home-based Education Program

- If there is reason to believe on the part of the registering authority that a home-based education shall be terminated, there are several steps that need to occur.

Home-based Student Permanent Records

- Records will be kept in a safe, secure environment and are protected against accidental destruction, loss, and unauthorized access.
- Information on permanent records is collected with the sole purpose of monitoring the home-education program.
- Access to permanent records shall generally be provided to those individuals involved in monitoring the home-based program.
 - Home-based educators and their home-based learners also have access to their permanent records and may consent to have other persons access their permanent records.
- Permanent records may be transferred to a new registering authority or school in the same manner as the transfer of a student's cumulative record (you may have heard this record be called a cume file).



- There is a document called *The Student Cumulative Record Guidelines (2015)* that provides more information.
- The Freedom of Information and Protection of Privacy Act (FOIP) explains who has access to the permanent record of the home-based learner.

Home-based Educator's Rights and Responsibilities

- Parents who elect to provide home-based education programs for their own children of compulsory age (6 to 15 inclusive) are required to:
 - Notify the registering authority before commencing their program.
 - May list all the students on one form.
 - Attach their written education plan.
 - Send the Notification of Intent and written education plan to the registering authority by **August 15** of each year for the upcoming year.
- Home-based education program is registered when the registering official signs and provides a written response to the Notification of Intent form.
- Student can only be registered in one school division at a time.
- Parents are required to give at least 30 days notice before commencing a new home-based education program, whether at the beginning or in the middle of a school year.

Written Education Plans for Home-based Students

- Are intended to be inclusive.
- Embody a commitment to fundamental democratic values in society, such as concern for freedom and equality.
- Embody a commitment to tolerance based upon the affirmed worth of everyone and the recognition that people differ in their values, behaviours, and lifestyles.
- Embody a commitment to rationality and truth.
- Do not sanction the concept of moral relativism.
- Encourage the development of fundamental moral virtues such as honesty integrity, compassion, fairness, and justice.
- Include a reason for the philosophical approach.
- The plan should have three goals in ELA, Math, Science, and Social Studies.
- A plan for assessing the learning is required.
- Any services that the home-based educator would like to access.
- May have only one written education plan for all the students.
- The registering authority will review the written education plan but will not approve or agree with it.



Operation of a Registered Home-based Education Program

- Home-based educators
 - Can hire tutors.
 - Share educational activities and fieldtrips.
 - Can enroll their students into distance learning courses.
 - Can have their students take courses in a public school.
 - Do not have to keep daily attendance records.
 - Should maintain a periodic log.
 - Should provide resources and instruction so students are learning at their appropriate age level.
 - Can amend their written education plan when needed and can send that information to the registering authority.

Portfolio of Home-based Student Work

- Home-based educators
 - Shall maintain a portfolio of the student's work which consists of
 - A periodic log.
 - One of the following
 - Detailed summative record, or
 - Sufficient samples of work, or
 - A summative record and samples of work.
 - Are not required to provide the portfolio of work to their registering official unless they have chosen this option for their annual progress report.
 - May need to provide a portfolio of the student's work if a disagreement arises between the registering authority and the home-based educator that leads to a dispute resolution process.
 - Shall provide the student's partial portfolio to the public school if the student will be enrolled in the public-school mid-year.

Annual Home-based Student Progress Report

- Home-based educators should send a year-end report sometime near the end of the year as acceptable with the registering authority and the home-based educator consisting of one or a combination of the following:
 - Portfolio of the work, and/or
 - Test results.
- In the written education plan, the home-based educator should indicate how they intend on assessing and recording the progress of the student(s).



Language of Instruction

- The home-based educator should make the request to use a language other than English or French at the time of submitting their Notification of Intent.
- The home-based educator can choose to change the language of instruction at any time during the year.

Notice of Intent to Renew a Home-based Education Program

- Home-based educators who intend on continuing their home-based education shall do so by August 15 of each year.
 - Which includes updating the written education plan.
 - The registering authority shall renew the program if it is deemed that there was satisfactory progress in the previous year, or an improvement plan was created and agreed upon by the home-based educator and the registering authority.
- If the home-based education family moves to a different school division, they will need to re-register with that new school division.

Termination of a Home-based Education Program

- The home-based educator can terminate the home-based program at any time during the year which should include
 - Name of the home-based educator directing the program.
 - The address and phone number of the home-based educator.
 - The name, gender, and date of birth of the home-based learner(s).
 - The date of termination of the home-based program.
 - The plans for the home-based learner's continuing education program.

Dispute Resolution Process

- A home-based educator shall have the option to access the board of education's procedures for the purpose of investigating and mediating any differences or conflicts regarding any aspect of the home-based education program.
- A home-based educator can submit a complaint or request an investigation and mediation process.
- Instead, a home-based educator can apply to the minister to review that dispute.
 - Consult the Saskatchewan Home-based Education: Policy and Procedures Manual for the following:
 - Minister's Review and Recommendations
 - Registration with the Ministry of Education



VIP (Very Important Procedures) and Other Relevant Information

- Notification of Intent to Home-based educate is due **August 15** of every year for the upcoming year. This is your registration form. (Appendix A)
 - This is due to the registering authority.
- A written education plan is due **August 15** of every year for the upcoming year. (Appendix B)
 - This is due to the registering authority.
- The Year-End Report is due **June 15**, but that date is negotiable 😊.
 - This is due to the registering authority.
- Purchasing and reimbursing of resources can happen at any time during the year and will start **June 1** for the upcoming year as some families like to have the resources over the summer. Purchasing and reimbursing for one calendar year is from **September 1 to August 31**. (Appendices C, D, E, F, and G)
 - This is due to the registering authority.
- You will be invited to all DLC fieldtrips (may or may not be virtual) and Read Alouds (virtual) throughout the year.



Notification of Intent—This is your registration form that needs to be emailed/mailed to the registering authority by **August 15** every year before the upcoming year. (Appendix A)

Written Education Plan—This is what you will cover throughout the year. This needs to be emailed/mailed to the registering authority by **August 15** of every year before the upcoming year. (Appendix B)

Year End Reports & Assessments

Year-end reports can be **one or a combination** of the following:

- Student work portfolio that would show what was worked on and learned throughout the year in ELA, Math, Science, and Social Studies.
- A standardized test—contact the registering authority for access.
 - CAT3—Canadian Achievement Test—Version 3
 - Grade 1 to 9
 - Assesses Reading, Language, Spelling, and Math
 - CTBS—Canadian Test of Basic Skills
 - High School

Benchmark Assessments (Additional assessments)

- Benchmark assessments are assessments that show how a student does against grade-level standards and learning goals.

These are possible benchmark assessments:

- **Reading**—3 Minute Reading Assessment—The HIP (High Interest Publishing) Reading Assessment consists of a graded set of 200-word texts which, administered one-on-one, enable a person to determine a student's reading level and identify his/her strengths and weaknesses as a reader. Contact the registering authority for this assessment.



- **Writing**—have your child write something. Use the *Writing Rubrics, June 2017* to decide what mark they should get. A mark of 3 indicates that they are age-grade appropriate. Contact the registering authority for this assessment.
- **Math**—The link below is to the provincial math assessments for grades 1-9 in all the different areas of math. Answers are included in these assessments further down in the document. This was created for teachers who are covering provincial outcomes.
[Sample Math Outcome Questions: An Assessment Resource for ... \(edonline.sk.ca\)](#)

Resources

Registered home-based education learners are given up to **\$500.00 per student** to purchase resources which **includes taxes, shipping, and currency exchange**.

This can be done one of two ways:

1—If you would like us to order your resources, please send to Kathy Grad (kathy.grad@sunwestsd.ca) the following information:

- The name of the resource and the exact link to the resource.
- Here is an example:
 - **Building Thinking Skills**--
<https://www.heritageresources.ca/product-series.asp?id=3342&categoryid=>
 - If you right click on the above link and then click on "Open Link in New Tab", it will take you to **Building Thinking Skills**.

2—You can purchase the resources yourself and then send the receipt/invoice that shows the **name of the resources** as well as the **total cost of the resources**. These receipts/invoices need to be to the registering authority no later than **August 15** for the current school year so reimbursement can be process before August 31 which is the end of that particular budget year.

The following is information regarding resources and where they can be ordered.

Company Contact Information—This is Appendix C

Home Based Learning Resource Links—This is Appendix D

Types of Resources to be Purchased—This is Appendix E



Purchasing Letter—This is Appendix F

Purchasing Form—This is Appendix G

You might want to consider using the **Sun West Resource Bank** which you can find at <https://resourcebank.ca/>. It has all kinds of activities, lessons, reading materials, etc. This is free.

Another resource you might want to get a membership with is **Super Teacher Worksheets** located at superteacherworksheets.com. There are worksheets and games in many subjects from kindergarten to grade 7 or 8. This has a minimal cost.

There is a **3 Minute Reading Assessment** for grade 1 to 4 and 5 to 8 that assesses word recognition, fluency, and comprehension. It is a Scholastic product.

Another resource you may want to request is a **summary of learning** that has been created for people who want to direct the education of their children and would still like to follow the Saskatchewan curriculum according to grade level. This is handy if a home-based education students may eventually go back to a regular school. Please request this from the registering authority. This is free too 😊.

Tips & Tricks

Tips & Tricks are thoughts and ideas that you might find helpful.

Family Vision—Know “Why” you choose home-based education:

1. Especially on those days when you are wondering why you are doing this. 😊
2. To help people understand the benefits of distance learning.
 - a. This is one parent’s list:
 - i. “I know my child best.”
 - ii. “I can structure the day that works best for my child.”
 - iii. “I can schedule the best use of my child’s learning time.”
 - iv. “I can adapt as necessary most effectively.”
 - v. “It is less stressful for my child as he/she is an individual.”
 - vi. “I can create the best schedule for fieldtrips.”



- vii. "With the uncertainty of COVID-19, my child's education will not be interrupted."

Family Health & Well-Being.

As a home-based educator (that is what mom, dad, grandma, grandpa, etc. have become), it is important to maintain your own physical, emotional, mental, and spiritual health. Just like what the airline say before the airplane takes off, "In the event of a loss of cabin pressure and the oxygen masks are released, put yours on first before you help others."

Scheduling and Timetabling.

One of the most important things you do is to schedule your year. It is a plan and may be changed and adjusted several times. (I use a pencil all the time when scheduling 😊)

1. A yearly plan. For each child, take a yearly calendar, add the units.
2. A monthly plan. Add the lessons that need to be covered.
3. A weekly plan. Might include the lesson for the week.
4. A daily plan. You may not sit for 5 or 6 hours or 5 days a week, you can make the adjustment. Decide what you will work on.
5. An area of the house that becomes the learning environment. Be creative and change it up periodically.

Physical Health for your children (and you.)

Some basic tips on staying healthy:

1. Exercise at least 60 minutes per day.
2. The brain starts to lose its ability to concentrate fully after 20 minutes of work, so it is a good idea to take a quick break. You can decide when your child/student needs that break.
3. Eat nutritious food low in sugar and salt.
4. Drink plenty of water.

Make Learning Fun

Some ideas:

1. Math in the kitchen.
 - a. Following a recipe is a great way to learn or understand fractions.
2. ELA watching a movie.
 - a. Here's a suggestion to help develop critical thinking skills:



- i. Before watching the movie or show, ask what they think the movie or show is about based on the title.
 - ii. Part way through the movie or show, ask what they think will happen next.
 - iii. At the end of the movie or show, ask them what they thought of the movie or show.
3. Science in the backyard, Science Centre, or museum.
4. Social Studies at a museum, cultural site, etc.
5. Physical Education—around the house or in the community.
6. Arts Education—at any time.
7. Health Education—when shopping have them pick out the ice cream that is the healthiest.

Parents' Additional Roles.

You are now mom or dad and teacher.

1. Talk with your children about this.
2. Set norms (guidelines) such as Who, What, Where, When, Why, and How
 - a. Norms are like guidelines which help “direct traffic.”
 - b. Have your child help set the norms.
 - c. Write the norms on a poster and pin it up somewhere so everyone can see it.
 - d. Review it periodically especially when things could be better.

Behaviour and What to Do on a Challenging Day.

There may be challenging days.

1. Establish a good working relationship with your child.
2. Know ahead of time what to do when things are not going well.
3. Know when to take a break. Give yourself and child permission to walk away.
4. If you get up in the morning and it doesn't look like formal learning is going to work that day, do something different.
5. If you get halfway through the formal learning day and it's not working any more, celebrate what did work and do something different.
6. If they are almost done their formal learning day and they just cannot finish, celebrate what did work and do something different.
7. Gage when you work and when you need to take a break.



13—Final Thoughts.

- It takes time to create your learning rhythm.
- Give yourself permission to take this time to create your learning rhythm.
- Learn from the wisdom of others, talk to others often—you are not alone.
- You're not going to wreck your child.
- And...have fun.
- This is a great way to learn. 😊

Words of Wisdom

The following are Words of Wisdom from veteran home-based educators.

One veteran home-based educator offered this advice...

"Take time to make a strict schedule including schoolwork and all the household things.

Then do your best not to be religious about following it if something unexpected arises, resting in the comfort that everything will get covered in the end.

It is the unscheduled events, whether it is dealing with character or welcoming company or accepting an invitation that adds the spice to the daily grind and that actually "fills in the cracks".

Favorite curriculum: Apologia. Hands down. For solid Christian worldview. And high academic standards."

Another veteran home-based educator who started in 1994 in home-based education offers this advice...

"This seems very long ago, and I believe that I needed to understand that homeschooling is a journey, one needs to appreciate the sights along the way...the small feats and accomplishments...get your eyes off the end goal and focus on what one is doing today.

Don't get stressed over the apparent perceived failures on the student's part or on your own part...

Homeschooling means you will face what you do not like about yourself almost every day...so be ready to grow and mature yourself.



Please always remember to smile at your students, don't take them or yourselves so seriously that you forget that these days are so fleeting, and the overall success of a child/student is not measured in grades or marks.

Make use of little opportunities to develop skills, never underestimate the value of your time, money and energy that is being invested.

Communicate what you appreciate about each other...use mealtimes to reinforce what each student has been learning by impromptu "show and tells", always encourage movement ahead not marks or grades.

I know that we have been given each child for the purpose of raising them and discipling them for the Glory of God....one always needs to go to the Lord in the morning and ask for how to do this and it WILL be given."



Appendices



Appendix A—Notification of Intent

Policy	Instructions
<p>A home-based education program is an educational program:</p> <ul style="list-style-type: none"> that is provided to a student who has attained the age of 6 years but not attained the age of 18 years; that is started at the initiative of and is under the direction of the parent/guardian(s) of the student; and, in which the student is receiving instruction at and from the home of the student. <p>Parent/guardian(s) who elect to provide a home-based education program to a student of compulsory school age (ages 7 to 15 inclusive) are required to notify a registering authority on the present prescribed form before commencing their program.</p> <p>Parent/guardian(s) who are providing a home-based education program for a student aged 6, 16 or 17 (i.e. not of compulsory school age) are entitled to have their program registered with a registering authority.</p> <p>A registering authority means:</p> <ul style="list-style-type: none"> the board of education of the school division in which the parent/guardian(s) of the student are resident pursuant to <i>The Education Act, 2005</i> (the Act). <p>No aspect of this notification is intended to diminish or to infringe on the right of parent/guardian(s) to educate their children at and from their home in accordance with their conscientious beliefs, subject only to such reasonable limits prescribed by law that can be demonstrably justified in a free and democratic society.</p> <p>Conscientious beliefs mean sincerely-held religious or philosophical beliefs.</p>	<p>Parent/guardian(s) shall provide notification of their intent to provide their children with a home-based education program:</p> <ul style="list-style-type: none"> at least 30 days before commencing a new home-based education program in September of a given year, and in any event by August 15 of that year; at least 30 days before the oldest student on the program turns seven years of age; within 30 days of establishing residence in a new school division; or, at least 30 days before intending to withdraw a student of compulsory school age from a public school, separate school, fransaskois school or registered independent school. <p>A registering authority may not refuse to register a home-based education program on the grounds that the parent/guardian(s) failed to comply with one of the above 30-day requirements, where a reasonable attempt to comply was made.</p> <p>Parent/guardian(s) shall attach their written educational plan to their notification form.</p> <p>Parent/guardian(s) are required to complete only one notification form and one written educational plan for their home-based education program, no matter how many students are receiving instruction on the program. However, the registering authority will register each student in the program individually.</p> <p>In the first instance, parent/guardian(s) must notify the board of education of the school division in which they are residents of their intent to educate their children on a home-based education program.</p>
Student Information	
What is the expected date of commencement of the home-based education program?	
In the chart below, please provide the name, gender, date of birth (D.O.B.), last school each student attended, the year and the grade level completed.	



Name of Student	Gender	D.O.B.	Last school student attended	Year	Grade

Parent/guardian(s) Information		
Please provide the name, address, telephone number and email of the parent/guardian(s) who are responsible for and who are directing the home-based education program.		
Name of Parent/guardian(s)	Phone Number	Email
Mailing Address	City/Town	Postal Code
Street Address (if not same as above)	City/Town	Postal Code
The parent/guardian(s) who are responsible for and directing the home-based education program must lawfully have charge and custody of each student in the home-based education program. If applicable, explain any circumstances such as guardianship, separation or divorce which relates to the charge and custody of the student(s) in the program.		
Registering Authority (School division in which the parent/guardian(s) reside):		
Declarations	Registration	
<ul style="list-style-type: none"> • We (or I) <i>affirm</i> that the above information is complete and correct. • We (or I) <i>affirm</i> that we (or I) accept the control, direction, and management of the home-based education program. • We (or I) <i>affirm</i> that we (or I) accept the responsibility for the education of the students on the home-based education program. • We (or I) <i>affirm</i> our intention to comply with the written educational plan that is attached to this notification form. • We (or I) understand that a false declaration represents grounds for not registering the home-based education program, or for suspending or • cancelling the registration at some future date. 	This notification is in compliance with the Act, <i>The Home-based Education Program Regulations, 2015</i> , and the policies and this home-based education program is hereby registered.	
Parent/Guardian	Date	
Parent/Guardian	Date	Registering Authority Date
In accordance with subsection 26(2) of <i>The Freedom of Information and Protection of Privacy Act</i> , you are advised that the information on this form is being collected solely for the purpose of the registration of your home-based education program. Personal information will not be disclosed except in compliance with the Act.		



Appendix B—Written Education Plan



Home-based Education Written Education Plan

Developed by the Home School Legal Defence Association of Canada and Saskatchewan Home Based Educators in compliance with *The Education Act 1995*, the Home-based Education Program Regulations 2012, and the *Saskatchewan Home-based Education Policy Manual 2012*. Regulations under the Education Act are in italics.

Student: _____

Parent(s): _____

Our language of instruction will be: _____

We will be personally directing the education of this child.

This written education plan is not inconsistent with the official Goals of Education for Saskatchewan.

This plan is not inappropriate for the age and ability of the home-based learner on the program.

We will assess and record the educational progress of this child by means of a Portfolio of Work which we will supply to our registering authority at the end of this school year.

We will maintain a portfolio of work for two calendar years.

The intent of a written educational plan is for a parent to demonstrate that there is a positive and constructive approach to the education of the students in the home-based education program.

Notwithstanding that a parent has the freedom to structure his or her written educational plan in accordance with the philosophical approach to the program, the plan must contain a statement or description of:

- *The reason and philosophical approach of our home-based education program is:*



- The educational activities, instructional methods and learning resource materials that the home-based educator expects to use to achieve the learning for the student in the program during the school year are:

- The means of assessing and recording the educational progress of the student will be:

Areas of Study with Three Broad Annual Goals:

The areas of study and broad goals listed below are provided in compliance with the laws of Saskatchewan and are not meant to be a comprehensive listing of learning for this child.

Language Arts:

Goal #1:

Goal #2:

Goal #3:

Math:

Goal #1:

Goal #2:

Goal #3:

Science:

Goal #1:

Goal #2:



Goal #3:

Social Studies:

Goal #1:

Goal #2:

Goal #3:

We are requesting services: ☐ Yes
☐ No

If yes:

Signature of Home-based Educator

Date



Appendix C—Company Contact Info

*Indicates that we order from these companies on a regular basis.

Company	Location	Contact Information
*CHER	Alberta	https://www.canadianhomeeducation.com/
*Math U See	British Columbia	https://mathcanada.ca/
*Christian Book	Massachusetts	https://www.christianbook.com/
*A.C.E.	Manitoba (free shipping last two weeks in July)	https://www.acecanada.net/
Dianne Craft	Colorado	http://www.diannecraft.org/ Resources for Struggling Learners
*Heritage Resources	Manitoba	http://www.heritageresources.ca/ Has Christian Based Resources
*Learning House	Ontario	https://www.learninghouse.ca/ Has Christian Based Resources
*Teaching Textbooks	Oklahoma	http://www.teachingtextbooks.com/
A Beka	Florida (Free shipping to Canada)	https://www.abeka.com/abekaacademy/internationalvideoprogram.aspx
*Christian Light Education	Virginia	https://christianlight.org/shop-curriculum
On the Mark Press	Belleville, ON	https://www.onthemarkpress.com/
Math Mammoth	USA	https://www.mathmammoth.com/
Institute for Excellence in Writing	Oklahoma	https://iew.com/
Bright Ideas Press	Delaware	https://www.brightideaspress.com/



Appendix D—Home-Based Learning Resources Links

Some of the resources that are indicated American (USD) can be bought through Canadian distributors.

Resources indicated in **green** are the companies that carry many resources and are the companies that we purchase from regularly.

ELA, Math, Science, Social Studies, Health, Arts Ed, etc

Canadian Home Education Resources (CDN)

<https://www.canadianhomeeducation.com/>

Heritage Resources (CDN) (Christian and Secular)

<http://www.heritageresources.ca/>

The Learning House (CDN)

<https://www.learninghouse.ca/>

Learning Resources (USD)

<https://www.learningresources.com/>

A.C.E. (CDN) (Christian)

<https://shop.acecanada.net/>

Christian Book Company (USD)

<https://www.christianbook.com/>

Classical Book Store (CDN)

<https://classicalbookstore.ca/>

Classical Conversations (USD)

<https://classicalconversationsbooks.com/>

A Beka (USD) (Christian)

<https://www.abeka.com/>

Institute for Excellence in Writing (USD)

<http://iew.com/>

Apologia (USD) (Christian)

<https://www.apologia.com/>



McGraw Hill Education

<https://www.mheducation.com/>

Seton Home Study School (Catholic)

<http://www.setonhome.org/high-school-course-guide/>

Remedia Publications

<https://www.rempub.com/>

Math

Teaching Textbooks (USD)

<http://www.teachingtextbooks.com/>

Math U See (CDN)

[Home - MathCanada](#)

bloxx toys

<https://www.bloxxtoys.com/>



Appendix E—Types of Resources to be Purchased

Recommended Resources & Companies—be aware that some of these resources are ordered from the US so there is currency exchange as well as more expensive shipping to consider.

Non-Christian	Christian
Saxon Math https://www.heritageresources.ca/	90% of resources at Heritage Resource https://www.heritageresources.ca/
Singapore Math https://www.learninghouse.ca/	Master Books—many subjects https://www.masterbooks.com/homeschool-curriculum
Explored the Code (ELA) https://www.heritageresources.ca/	Alpha Omega— https://www.aop.com/
MCP—Modern Curriculum Press Phonics (ELA) https://www.heritageresources.ca/	Apologia—Math, Science, Worldview https://www.apologia.com/
Evan Moor—numerous subjects https://www.learninghouse.ca/	Rod & Staff—multiple subjects https://www.milestonebooks.com/list/Rod_and_Staff_Curriculum/
On the Mark Press—all subjects https://www.heritageresources.ca/	Horizons—multiple subjects https://www.aop.com/
Life of Fred (Math—supplemental) https://www.learninghouse.ca/	Common Sense Press—multiple subjects https://www.commonsensepress.com/
Math U See https://mathcanada.ca/	Christian Liberty Press—multiple subjects https://www.shopchristianliberty.com/
Spelling U See https://mathcanada.ca/	Queen Home School—multiple subjects https://www.queenhomeschool.com/
Donna Ward—Social Studies https://donnaward.ca/	Mystery of History--History https://themysteryofhistory.com/
Teaching Textbooks (Math) https://www.teachingtextbooks.com/	Mott Media—McGuffey--ELA https://www.mottmedia.com/
Essentials in Writing https://essentialsinwriting.com/	Switched on Schoolhouse—multiple subjects https://www.aop.com/ https://www.aop.com/curriculum/switched-on-schoolhouse
Institute for Excellence in Writing https://iew.com/	Feed My Sheep—Barry Stebbing—Arts Ed https://www.learninghouse.ca/products/1171/products_detail/feed-my-sheep.html
	Gather Round—multiple subjects—no Math https://gatherroundhomeschool.com/
	Diana Waring—Social Studies/History https://www.dianawaring.com/
	Life Pac—multiple subjects https://www.aop.com/curriculum/lifepac
	Monarch—multiple subjects—online learning https://www.aop.com/



	Rod & Staff—multiple subjects https://www.milestonebooks.com/list/Rod_and_Staff_Curriculum/
	Classical Conversations—ELA https://classicalconversationsbooks.com/



Appendix F—Purchasing Letter

June 2021

Hello Home-Based Education Families (HBE),

As a registered HBE family with the Sun West School division, we are excited to offer you support in the resources that you use for learning at home.

Continuously throughout the year, we will purchase for you the resources that you need up. The funding that is available to you is \$500.00 per registered student per calendar year which runs from September 1 to August 31. (I like to receive the Notification of Intent form before I start to order for you.)

If you prefer to purchase your own resources and send me the receipts/invoices for these resource purchases that is fine too. Again, our calendar year is from September 1 to August 31, but we can start to purchase and reimburse June 1 as families like to have the resources over the summer.

For the upcoming school year, I can purchase starting June 1.

Resources can be:

- Third Party Lessons such as A Beka, A.C.E., Apologia, BJU, Math-U-See, Saxon Math, etc.
- Consumable resources such as workbooks that accompany the Third-Party Lessons.
- Electronic devices
- Certain textbooks such as Apologia, Teaching Textbooks, etc. will be available from the DLC for families to borrow and return.

For the resources that you would like to be ordered for you, please fill out the following Order Form in as much detail as possible and return it to me at kathy.grad@sunwestsd.ca. If you have any questions, you can call me at 1-306-529-8456. If you cannot contact me, please call the Distance Learning Centre at 1-306-252-1000.

I purchase and reimburse throughout the year.

We are looking forward to serving you in this capacity.

Educating together,

Kathy Grad



Phone: 1 (306) 882-2677 • Fax: 1 (306) 882-3366 • Toll Free: 1 (866) 375-2677 • www.sunwestsd.ca • info@sunwestsd.ca



Appendix H—Goals of Education in Saskatchewan (1985)

Goals of education in Saskatchewan should direct efforts to develop the potential of all students in the province. Education should affirm the worth of each individual and lay the foundation for learning throughout life. Students benefit from exposure to learning in a variety of situations. Attainment of the goals is a venture the school shares with the student, the home, the church, and the community. Although the degree of school responsibility will vary from community to community, the school has some responsibility for each goal. A body of knowledge and a range of skills and attitudes are necessary to function in a changing world. It is intended, then, that education will enable Saskatchewan students to do the following to the best of their abilities:

BASIC SKILLS

- 1 Read, write, and compute,
- 2 Acquire information and meaning through observing, listening, reading and experiencing.
- 3 Process information through intellectual and technological means.
- 4 Solve problems by applying basic principles and processes of the sciences, arts, and humanities.
- 5 Communicate ideas through written and spoken language, mathematical symbols, and aesthetic expression.

LIFE-LONG LEARNING

1. Seek and value learning experiences.
2. Act as self-reliant learners.
3. Base actions on the knowledge that it is necessary to learn throughout life.

UNDERSTANDING AND RELATING TO OTHERS

1. Act on the belief that each individual is worthwhile.
2. Base actions on the recognition that people differ in their values, behaviours, and life styles.
3. Interact and feel comfortable with others who are different in race, religion, status, or personal attributes.
4. Develop a sense of responsibility toward others.

SELF CONCEPT DEVELOPMENT

- 1 Perceive themselves in a positive way.
- 2 Appreciate their own abilities and limitations.
- 3 Set and work toward personal goals.
- 4 Assess praise and criticism realistically.
- 5 Present themselves with confidence.

POSITIVE LIFE STYLE

- 1 Practice appropriate personal hygiene, engage in sufficient physical activity, and maintain a nutritionally balanced diet.
- 2 Avoid harmful use of alcohol and other drugs.
- 3 Cultivate interests that may be the basis for personal development and leisure pursuits.
- 4 Recognize the importance of productive activity.
- 5 Display initiative and pursue tasks diligently.
- 6 Maintain a safe and healthful community.
- 6 Respect and seek to enhance the environment.

- 7 Appreciate beauty in its many natural and constructed forms.
- 8 Express themselves creatively.

SPIRITUAL DEVELOPMENT

- 1 Seek an understanding of the purpose and worth of human existence.
- 2 Develop a knowledge of God.
- 3 Respect family, religion, and culture in a pluralistic society.

CAREER AND CONSUMER DECISIONS

- 1 Develop an awareness of career opportunities.
- 2 Develop interests and abilities in relation to vocational expectations.
- 3 Adapt to shifts in employment patterns and technology.
- 4 Make informed consumer decisions.

MEMBERSHIP IN SOCIETY

- 1 Assume responsibility for their own actions.
- 2 Work with others to achieve individual and group goals.
- 3 Participate in the democratic processes of government and perform the duties of citizenship.
- 4 Respect the rights and property of others.
- 5 Act with honesty, integrity, compassion, and fairness.
- 6 Develop a sense of national pride and acknowledge the need for international understanding.
- 7 Work toward greater social justice.
- 8 Assume responsibility for dependent persons in a manner consistent with their needs.
- 9 Respect law and authority.
- 10 Exercise the right of dissent responsibly.

GROWING WITH CHANGE

- 1 Work toward immediate and long-term goals
- 2 Base actions on an understanding that change is a natural process in society.
- 3 Select workable alternatives in response to changing conditions.
- 4 Develop confidence in making decisions that involve risk.



SUN WEST
SCHOOL DIVISION

Success for all

Box 700, Rosetown, SK Canada S0L 2V0

Phone: 1 (306) 882-2677 • Fax: 1 (306) 882-3366 • Toll Free: 1 (866) 375-2677 • www.sunwestsd.ca • info@sunwestsd.ca

Notes